

Right to Information Act 2005

1. About Act

Name & Title of the Act

Right to Information Act 2005

RTI Guidelines

Meaning:

Right to Information means the right to

1. inspection of work, documents, records
2. taking notes, extracts or, certified copies of documents or records;
3. taking certified samples of material;
4. obtaining information in the form of diskettes, floppies, tapes, video cassettes or in any other electronic mode or through printouts where such information is stored in a computer or in any other device subject to relevant provisions in this regard

Objective of the Act

To provide available information of the Institute as enshrined in RTI ACT to the Indian citizen on payment of prescribed fees.

Users

Citizens of India.

2. **Particulars of the Organization, its Functions and Duties**

As per Statute of the institute

3. **Powers and Duties of officers and employees of the ABV-IIITM Gwalior**

As per Statute of the institute

4. **Procedure followed in the decision-making process, including channels of supervision and accountability.**

As per Statute of the institute

5. Norms set by ABV-IIITM Gwalior for the discharge of its functions

As per statute of the institute

5. The Rules, Regulations, Instructions, Manuals and Records held by ABV-IIITM Gwalior or under its control, or used by its employees, for discharging its functions

As per Statute of the institute

7. Statement of the categories of documents that are held by ABV-IIITM Gwalior or under its control

A statement of the categories of documents that are held by it or under its control.

- i. Statute
- ii. Memorandum Of Association
- iii. Recruitment Rules
- iv. Annual Accounts
- v. Annual Reports
- vi. Prospectus
- vii. Office Orders
- viii. All records relating to the operations of the organization

8. The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of ABV-IIITM Gwalior's policy or implementation thereof

- (a) The Board of Governors is the apex decision making body of ABV-IIITM Gwalior and the Senate for academic and the Finance Committee for financial matters are represented by eminent persons from industry, academic community, professional bodies and the nominees of the Govt. of India etc. who help in the formulation and implementation of the policies and programmes.

(b) Different local committees are formed on need basis to advice technical/financial matter and other aspects even in routine functions of the Institute.

9. A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.

Following are the Main Committees / Governing body of the Institute:-

Board of Governors

The Board of Governors of the Institute is the principal authority responsible for academic, financial and administrative matters of the Institute. Besides, it also has the ultimate responsibility for all the long term policy formulation, planning and development for overall growth and governance of the Institute. The Board has the power to constitute other subordinate and subsidiary groups/committees, as felt necessary by it, to ensure free and fair discharge of its functions, as entrusted to it by Govt. Of India, in the overall interest of the nation.

Current Chairman of the Board of Governors is Mr. V K Modi, Chairman Modi Rubber Limited. Director, IIITM-G is the Ex-officio Member Secretary of the BOG.

Senate (Academic Body)

Senate of the Institute is a body which is responsible for maintenance of standards of teaching, evaluation, research and consultancy in the Institute. It has the responsibility to lay down policy guidelines and the directions to further the academic growth and development of the Institute.

Director, IIITM-G is the Ex-officio Chairman of the Senate, while Registrar is the Member Secretary.

Finance Committee

The Finance Committee of the Institute has the responsibility to look after resource mobilization, control of expenditure, etc. It is also responsible for stimulating resource generation from sources other than Government such as sponsored projects, research, consultancy, etc. and promotes Industry Institute Interaction.

Chairman of the Board of Governors is the Ex-officio Chairman of Finance Committee while Director, IIITM-G is the Ex-officio Member Secretary.

Building Works Committee

BWC of the Institute comprises of various statutory members who advised upon the building & other infrastructural requirements of the Institute keeping in view its future plans and projections.

Director, IITM-G is the Ex-officio Chairman of the Building & Works Committee.

Grievance Redressal Committee

The Grievance Redressal Committee of the Institute looks after all grievances of students, employees and the public at large relation to the Institute. The Committee works as per directions issued by the Board of Governors/Govt.

Anti-Ragging Committee

Sexual Harassment Committee

The committee has been formed to prevent the sexual harassment of women at workplace. The Committee works as per directions issued by the Board of Governors/Govt.

Institute Dispensary

The arrangement of the Para-Medical Staff is to be made for proper functioning of Health Center in the Institute.

10. The contact numbers of the Faculty,Officers and the staff is available on our website.

S. No.	Name of Employee	Designation	Contact No
1	Prof. S.G.Deshmukh	Director	2449801
2	Prof. G K Sharma	Professor	2449809
3	Prof. RajendraSahu	professor	2449804
4	Prof.S.Tapaswi	Professor	2449810

5	Prof.Anupam Shukla	Professor (on Lien)	2449811
6	Prof..Aditya Trivedi	Professor	2449806
7	Prof..M..Bhattacharya	Professor	2449828
8	Prof..Karmveer Arya	Professor	2779830
9	Prof.P.K.Singh	Professor	2449817
10	Prof..JoydeepDhar	Professor	2449829
11	Prof..ManojPatwardhan	Professor	2449817
12	Prof.AnuragShrivastav	Professor	2449826
13	Prof.PankajShrivastav	Professor	2449814
14	Prof..ManishaPattanaik	Professor	2449812
15	Prof.Gyan Prakash	Professor	2449834
16	Dr.Ritu Tiwari	Assistant Professor	2449822
17	Dr.Gaurav Agarwal	Assistant Professor	2449805
18	Dr.Ajay Kumar	Assistant Professor	2449624
19	Dr.K.K.Pattanaik	Assistant Professor	2449626
20	Dr. Manoj Kr. Dash	Assistant Professor (On Lien)	2449818
21	Dr. Anuraj Singh	Assistant Professor	2449831
22	DrPrasanjitChanak	Assistant Professor	2449803
23	DrSaumyaBhadoria	Assistant Professor	2449820
24	DrNeetesh Kumar	Assistant Professor	2449738
25	Dr Gaurav Kaushal	Assistant Professor	2449633
26	Dr. YashDaultani	Assistant Professor	2449730
27	Dr.Arun Kumar	Assistant Professor G-II	2449739
28	Dr.Jeevaraj S.	Assistant Professor G-II	2449746
29	Dr.Somesh Kumar	Assistant Professor G-II	2496211
30	Dr. Sunil Kumar	Assistant Professor G-II	2449710

31	Dr.DebanjanSadhya	Assistant Professor G-II	2496341
32	Dr.Binod Prasad	Assistant Professor G-II	2496330
33	Dr.Vinal Patel	Assistant Professor G-II	2449818
34	Dr. Santosh Singh Rathore	Assistant Professor G-II	2496358
35	Dr.PinkuRanjan	Assistant Professor G-II	-
36	Mr. RP Dwivedi	Registrar	2449816
37	Mr. D P Singh	Joint Registrar (on deputation)	2449619
38	Mr.Pankaj K. Gupta	Joint Registrar	2449720
39	Mr. Dinesh K Dwivedi	Security Officer	2449630
40	Mrs.EktaSakwar	Assistant	2449815
41	Mr.Virendra Joshi	Assistant	-
42	Mr.AnilKr.Garg	Assistant (Audit)	2449737
43	Mr.SanjayKr.Soni	Library Assistant	2449708
44	Mr. VijayDwivedi	Office Assistant	2449737
45	Mr.Jai Prakash Sharma	PA/Steno	2449801
46	Mr.Narendra S Tomar	Assistant	2449832
47	Mrs.Deepa S Sisodiya	Technical Assistant	2449703
48	Mr. TripanS.Kaundal	Cashier	2449737
49	Mr.MaheshDhakad	Lab Assistant	2449734
50	Mr.N.P.S.Chauhan	Lab Assistant	2449732
51	Mr.R.P.S.Kushwah	Data Entry Operator	2779704
52	Mr.AlokS.Jadon	Data Entry Operator	2449741
53	Mr.Arun Kumar	Driver	-
54	Mr.Ashok Sharma	Peon	-

11. The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations.

Pay Structure of Institute's Faculty, Officers & Employees:

S.No.	Name	Designation	Level of Pay	Basic Pay as on 31.03.2019
Faculties				
1	Professor. S G Deshmukh	Director	-	210000
2	Professor. G K Sharma	Professor	15	224100
3	Professor. RajendraSahu	Professor	14A	201600
4	Professor. S.Tapaswi	Professor	14A	213800
5	Professor. Aditya Trivedi	Professor	14A	201600
6	Professor. M.Bhattacharya	Professor	14A	193300
7	Professor. K.V.Arya	Professor	14A	182200
8	Professor. P.K.Singh	Professor	14A	182200
9	Professor. JoydeepDhar	Professor	14A	176900
10	Professor. Manoj Patwardhan	Professor	14A	176900
11	Professor. Anurag Srivastava	Professor	14A	176900
12	Professor. Naval Bajpai	Professor	14A	171700
13	Professor. Pankaj Srivastava	Professor	14A	161800
14	Professor. Manisha Pattanaik	Professor	14A	157100
15	Professor. Gyan Prakash	Professor	14A	159100
16	Dr.Ritu Tiwari	Associate Professor	13A2	152500
17	Dr. Gaurav Agarwal	Associate Professor	13A2	152500
19	Dr.K.K.Pattanaik	Associate Professor	13A2	148100
18	Dr. Ajay Kumar	Associate Professor	13A1	143600
20	Dr. Vinay Singh	Assistant Professor G-I	12	107600
21	Dr. W. Wilfred Godfrey	Assistant Professor G-I	12	107600
22	Dr.Anuraj Singh	Assistant Professor G-I	12	101500
23	Dr. Vishal Vyas	Assistant Professor G-I	12	101500
24	Dr.PrasenjitChanak	Assistant Professor G-II	11	75300
25	Dr.SaumyaBhadauria	Assistant Professor G-II	11	75300

26	Dr.Neetesh Kumar	Assistant Professor G-II	11	75300
27	Dr.YashDaultani	Assistant Professor G-II	11	75300
28	Dr. Gaurav Kaushal	Assistant Professor G-II	11	75300
29	Dr.Arun Kumar	Assistant Professor G-II	11	71000
30	Dr.Jeevaraj S.	Assistant Professor G-II	10	70900
31	Dr.Somesh Kumar	Assistant Professor G-II	10	70900
32	Dr. Sunil Kumar	Assistant Professor G-II	10	70900
33	Dr.DebanjanSadhya	Assistant Professor G-II	10	70900
34	Dr.Binod Prasad	Assistant Professor G-II	10	70900
35	Dr.Vinal Patel	Assistant Professor G-II	10	70900
36	Dr. Santosh Singh Rathore	Assistant Professor G-II	10	73000
37	Dr.PinkuRanjan	Assistant Professor G-II	10	70900
Non Faculties				
38	Mr. Ram Phal Dwivedi	Registrar	14	167200
39	Mr. Pankaj Kumar Gupta	Joint Registrar	13	130600
40	Mr.Anil Kumar Garg	Assistant Registrar	10	56100
41	Mr. Dinesh Kumar Dwivedi	Security Officer	7	56900
42	Mrs.EktaSakwar	Junior Superintendent	7	50500
43	Mr.Virendra Joshi	Junior Superintendent	7	50500
44	Mr.Sanjay Kumar Soni	Junior Superintendent	7	50500
45	Mr.Jai Prakash Sharma	Junior Superintendent	6	44900
46	Mr.Narendra Singh Tomar	Junior Superintendent	6	44900
47	Mr.VijayDwivedi	Junior Superintendent	6	42300
48	Mrs.Deepa Singh Sisodiya	Senior Technician	5	38100
49	Mr. Trepan Singh Kaundal	Cashier	5	38100
50	Mr. Hemant Pratap Singh Verma	Senior Technician	5	35900
51	Mr. Lokendra Singh Mawai	Senior Technician	5	35900
52	Mr.MaheshDhakad	Senior Technician	5	39200
53	Mr.NarendraPratap Singh Chauhan	Senior Technician	5	39200
54	Mr.Rampal Singh Kushwah	Senior Technician	5	39200
55	Mr.Alok Singh Jadon	Senior Technician	5	39200
56	Mr.Arun Kumar	Driver	2	31100
57	Mr.Ashok Sharma	Peon	1	27200

12. Budget allocated to each of agencies, indicating the particulars of all plans, proposed expenditure and reports on disbursements made;

The Annual Budget and Annual Accounts are finalized with the approval of Finance Committee/BOG. The disbursements are made by the ABV-IIITM Gwalior Head Quarters which is finally recorded in the Annual Accounts.

Financial Year	Plan Budget (inRs.)	Non Plan Budget (in Rs.)
2018-19	20.00 Crore	34.00 Crore
2016-17	20.65 Crore	17.54 Crore
2017-18	30.15 Crore	29.25 Crore

13. Manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.

ABV-IIITM Gwalior does not operate any subsidy program.

14. Particulars of recipients of concessions, permits or authorizations granted by the ABV-IIITM Gwalior

No Such Scheme is established in ABV-IIITM Gwalior.

15. Details in respect of the information available to or held by the ABV-IIITM Gwalior reduced in an electronic form

Important information about functions and activities being performed is available in electronic form on the ABV-IIITM Gwalior website: www.iiitm.ac.in. However, remaining is stored in the related files and documents and steps are being initiated to put it on the website.

16. The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.

Citizens have the facility to obtain information from the CPIO.ABV-IIITM Gwalior working hours are from 09.30 a.m. to 06.00 p.m. (Monday to Friday)

Library is maintained for students, faculty and employee of ABV-IIITM Gwalior only being highly technical library and it is not for public use.

17. The names, designations and other particulars of the Public Information Officers and the Appellate authorities

In terms of Section 5(1) of the Right to Information Act, 2005, the following officers of the IIITM-G have been designated as the Public Information Officers and the Appellate authorities:

1) First Appellate Authority

Prof. S G Deshmukh
Director
ABV-Indian Institute of Information Technology and Management Gwalior
Morena Link Road Gwalior-474015
Tel No. 0751-2449801 (O)
Email: director@iiitm.ac.in
Fax: 0751-2449813

2) Public Information Officer

Mr. Pankaj K Gupta
Joint Registrar
ABV-Indian Institute of Information Technology and Management, Gwalior
Morena Link Road Gwalior-474015
Tel No. 0751-2449720 (O)
Email: pankaj@iiitm.ac.in
Fax: 0751-2460313

All such information is updated time to time and available on the website of IIITM Gwalior website at www.iiitm.ac.in

18. The rates of fees payable for obtaining information under RTI Act 2005 are as under:

1. A request for obtaining information under sub-section (1) of section 6 shall be accompanied by an application fee of rupees ten by way of cash to be deposited between 09:30 hrs to 16:00 hrs except during lunch break of 13:30 hours to 14:30 hours on all working days with Registrar's Office against proper receipt or by demand draft or bankers cheque or IPO payable to the IIITM Gwalior.
2. For providing the information under sub-section (1) of section 7, the fee shall be charged by way of cash to be deposited with Finance & Accounts Division against proper receipt or by demand draft or bankers cheque payable to the IIITM Gwalior at the following rates:-
 - (i) Rupees two for each page (in A-4 or A-3 size paper) created or copied:

- (ii) Actual cost or price for samples or models; and
- (iii) For inspection of records, no fee for the first hour; and a fee of rupees five for each fifteen minutes or fraction thereof on each occasion for the same case.

3. For providing the information under sub-section (5) of section 7, the fee shall be charged by way of cash to be deposited between 11:30 hrs to 15:00 hrs except during lunch break of 13:30 hours to 14:30 hours on all working days, with Registrar's Office against proper receipt or by demand draft or bankers cheque payable to the ABV-IIITM Gwalior at the following rates:-

- (i) For information provided in diskette or floppy, if available, rupees fifty per diskette or floppy: and For providing information in printed form at the price for such publication or rupees two per page of photocopy for extracts from the publication.